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ACTON MUNICIPAL PROPERTIES DEPARTMENT

INTERDEPARTMENTAL COMMUNICATION

To: Don P. Johnson, Town Manager **Date:** 10/14/05

From: Dean A. Charter, Municipal Properties Director 

Subject: Donation of heating system at Windsor Building

I am pleased to report that one of our vendors, Metrowest Mechanical, located on Eastern Road, Acton, has very generously furnished and installed a new gas fired heating system as a donation at the Windsor Building (the location presently being used as the Acton Food Pantry). Mr. Paul Clapp, the President of Metrowest Mechanical made this donation in recognition of the good work done by the Acton Food Pantry and as a way of helping out the Town of Acton in our support of the Food Pantry. We need only to pay for incidental expenses, such as electrical work, which we will contract for with other vendors. The need for a new heating system in the building has been in my Five Year Capital Plan for quite some time, so that item can now be eliminated.

The estimated value of this donation is five thousand dollars.